



**OFFICE OF RESIDENCE EDUCATION  
RESIDENT ASSISTANT  
POSITION DESCRIPTION 2021-2022**

**MISSION STATEMENT:** The mission of Residence Education is to develop safe and inclusive residential campus communities.

**CONTRACT PERIOD:** Upon acceptance of this offer until May 15, 2022.

**SUPERVISION:** Resident Assistants (RA) report to the Area Director or Assistant Area Director for the residential community for which they are assigned. Regular one-on-one meetings are required. Area Directors and Assistant Area Directors provide training, support, and assistance in the execution of the RA's responsibilities.

**POSITION SUMMARY**

The hours expected of an RA vary according to the needs of the community and staff. On average, RAs work 10 -12 hours per week depending on the time of year, completing the responsibilities listed below. The Resident Assistant represents the Office of Residence Education as a peer leader, educator, and community builder. With supervision from an Area Director or Assistant Area Director, each RA provides opportunities to residents for educational and personal growth, and builds safe and inclusive residential communities. This position is one of service and represents a significant dedication to the residents of Babson College. RAs participate in all training activities, supervision meetings, and staff meetings including, but not limited to fall training, winter training, and monthly in-services.

RAs understand that this position is considered their foremost non-academic priority and all other jobs, student clubs, or organizations should be discussed with and approved by their supervisor and the Director of Residence Education prior to accepting the position. RAs must reapply each year through the Residence Education selection process. Resignation or removal will result in an immediate reassignment to an alternate room on campus and this relocation will occur at the discretion of the Director for Residence Education.

**ELIGIBILITY**

1. Maintain a minimum of a 2.5 cumulative grade point average. RAs allow their grades to be released to the Residence Education professional staff at the completion of each semester to verify meeting the minimum GPA requirement mentioned above. If an RA's GPA falls below a 2.5, they may not be eligible to be a Resident Assistant.
2. All applicants must have completed two semesters at Babson College prior to becoming an RA.
3. All student staff must maintain full-time enrollment status during their time as a Resident Assistant. Full-time status means enrollment in 12 course credits. If an RA drops below 12 credits they may not be eligible to be an RA. RAs are expected to proactively speak with their supervisor if they are concerned they may fall below 12 course credits.
4. Demonstrate behavior consistent with the rules and policies of Babson College, Residence Education, and Housing
5. Attend all training sessions in the summer, winter, and throughout the academic year
6. All RAs are required to submit a housing application on the Hub and agree to a [Housing License and Meal Plan Agreement](#) (exception for Graduate Resident Assistants).

**ROLES & RESPONSIBILITIES**

**A. COMMUNITY BUILDING**

- Create a community of care and one that is safe and inclusive for all residents.
- Build authentic relationships with each resident.
- Work with supervisor and HRA to assess the needs of the community on a regular basis.
- Be a positive presence in your community by being accessible and visible.
- Facilitate meaningful interactions with your residents and create connections in your community.
- Address residents' concerns in a timely manner.
- Mediate conflict between roommates and intervene as necessary.
- Communicate information to residents provided to you by your supervisor.
- Be familiar with all relevant campus resources including but not limited to Public Safety, Health Services, Counseling Services (CAPS), Academic Services, Community Standards, etc.
- Initiate and maintain a positive working relationship with your residence hall custodian(s) and other facilities personnel.

**B. PROGRAMMING**

- Assess the needs of your community in order to plan intentional and purposeful programming for your residents using the Residence Education programming model.
- Complete one or more assigned bulletin boards. The topic and content of each board must be approved by your supervisor and changed by the first Monday of every month.
- Create door decorations for each resident in your respective area at least once per semester. Deadline set by your supervisor.
- Propose and evaluate programs appropriately using Roomcompact .
- Collaborate with faculty, staff, peer leaders, and other RAs as appropriate to meet your residents' needs and maximize the success of your programmatic efforts.
- Support the programs of other RAs both in your residential area and in other residential areas of campus throughout the year.
- Support the programs of other campus departments and organizations throughout the year.

#### C. LEADERSHIP/ACTIVE TEAM MEMBER

- Be a role model for residents and for other staff members, which includes abiding by Babson's community standards and policies.
- Develop and sustain a positive rapport with fellow RAs and your HRA.
- Support your fellow staff members in their RA role.
- Have a willingness to help your teammates when they need assistance, i.e. duty swaps, programming assistance, etc.

#### D. ADMINISTRATOR

- Attend weekly area staff meetings and weekly/bi-weekly one-on-one meetings with their supervisor.
- Communicate regularly with your supervisor through weekly logs, meetings, drop-ins, email, and other documentation as required.
- Check and respond to emails regularly and check RA mailbox regularly.
- Meet all deadlines set by their supervisor.
- Assist with hall opening and closing each semester, move-in and move-out days, RA selection, and other processes as needed.
- Manage office and master keys responsibly. The loss or misuse of an office or master key will result in termination and/or other consequences to be determined by the Office of Residence Education staff.
- Hang and remove all posters provided to you by your supervisor in a timely manner.
- Address and report all facilities issues in a timely manner through online work order requests and communication with your supervisor and custodian(s).
- Maintain up to date records of staff phone numbers for the Grasshopper Call Forwarding system while on rounds.
- Assist your supervisor in completing health and safety inspections during the fall and spring semesters.

#### E. CRISIS MANAGER & PEER ACCOUNTABILITY

- Identify and refer students who are in need of assistance to the appropriate campus services.
- Contact the Administrator on Call or the Dean on Call when appropriate.
- During an emergency period, all RAs are expected to be "on-duty" in their respective areas, communicate appropriate information to residents and complete rounds within your building as directed. RAs will receive specific instructions depending on the situation.
- All RAs will be provided a landline phone in their assigned room, which is required to be set up.
- Assume on-duty shifts and conduct thorough rounds in rotation with fellow RAs in their respective areas. Hold office hours each duty shift from 8:00-10:15pm to be a positive presence and resource for students.
- RAs must provide appropriate coverage of their area during holidays and break periods while the residence halls are open. Seek approval from your supervisor prior to making travel plans during these times.
- Understand, communicate, and enforce the relevant policies and process as stated in [Babson College's Community Standards](#) to the undergraduate and graduate resident population at-large at all times.
- Appropriately address and accurately document policy violations in a fair and consistent manner utilizing the appropriate report form (i.e.: the Maxient incident report form, the CARE report form, the bias incident report form, etc.).

#### F. ADDITIONAL DUTIES AS ASSIGNED

**REMUNERATION:** RAs receive a housing waiver for a single room. Additional benefits of the position include leadership training, transferable skills and professional development opportunities.

**Staff meetings are held from 4:40 pm – 6:20 pm on Monday nights.** RAs are required to attend all staff meetings, and expected to maintain this block of time open for Residence Education related tasks and events. If any conflicts or questions arise, please contact your direct supervisor prior to accepting this offer. RA In-service trainings will take place during this time block three times a semester. RAs are required to maintain timely communication throughout the academic year regarding approved absences for these meetings.